

DEPARTMENT OF THE NAVY
NAVAL AIR STATION, WHIDBEY ISLAND
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 6110.3B
N01P:Mn
28 Apr 1997

NASWHIDBEY INSTRUCTION 6110.3B

Subj: SMOKE-FREE WORKPLACE

Ref: (a) DODINST 1010.15
(b) SECNAVINST 5100.13A
(c) National Institute for Occupational Safety and Health
(NIOSH) Current Intelligence Bulletin (CIB) 54,
"Environmental Smoke in the Workplace"
(d) U.S. Navy Uniform Regulations, paragraph 1101.3

Encl: (1) Example of Approved Smoking Shelter

1. Purpose. This instruction establishes policy and prescribes procedures for a smoke-free workplace at Naval Air Station (NAS) Whidbey Island.

2. Cancellation. NASWHIDBEYINST 6110.3A

3. Scope

a. Department of Defense (DOD) Smoke-Free Workplace policy, as described in reference (a), applies to all DOD military and civilian personnel, including nonappropriated fund employees and contract personnel, and to DOD dependents and visitors while in DOD occupied buildings, facilities, vehicles, and aircraft.

b. This instruction provides guidance for smoke-free workplace measures to be implemented by all tenant commands and squadrons assigned to NAS Whidbey Island. The Commanding Officer, Naval Air Station Whidbey Island is responsible for implementing the Chief of Naval Operations' Smoke-Free Workplace policy, reference (b).

c. This instruction does not override provisions of existing civilian collective bargaining agreements until their expiration. Prior to implementing this policy for civilian employees, activities must, where applicable, discharge their labor relations obligations. Assistance and guidance may be obtained from the Human Relations Office.

4. Background. The Surgeon General of the United States has determined that the smoking of tobacco is the most preventable cause of illness and death. Medical evidence shows overwhelmingly that the use of tobacco products adversely impacts the health and readiness of our work force. Tobacco use impairs such critical military skills as night vision and eye/hand coordination. It increases susceptibility to cardiorespiratory disease and decreases stamina. Each person must recognize the obligation to preserve one's health and be sensitive to the needs

of others to ensure a safe, healthy, unpolluted work and living environment.

5. Policy. It is this command's policy to:

a. Protect all DOD civilian and military personnel from the health hazards caused by exposure to tobacco smoke and tobacco products. Reference (c) confirms environmental tobacco smoke (ETS) as a potential occupational carcinogen and a risk factor for heart disease.

b. Ban the use of all tobacco products in all DOD workplaces.

c. Since a significant FOD and fire hazard is associated with smoking materials (cigarettes, cigars, lighters, matches, pipes/cleaners, snuff/chewing tobacco, etc.), use of these materials is not authorized on flight lines, in hangars, or other hazardous areas. Smoking and the use of smokeless tobacco products are also prohibited in these areas.

d. Designate outdoor smoking areas, when possible, which are reasonably accessible to employees. Requests for outdoor smoking areas, provided by individual commands/activities at command's expense, may be routed for approval to both the NAS Public Works Department and the NAS Tobacco Cessation Officer. No more than one smoking shelter will be provided per building. No smoking area will be placed in view of any entrance to any building frequented by minors, defined as individuals under the age of 18, including the Navy Exchanges, Commissary, and MWR facilities. Enclosure (1) is provided as an example of the only approved shelter aboard NAS Whidbey Island. Since ETS is classified as a potential occupational carcinogen, exposures to ETS must be reduced to the lowest feasible concentration. Therefore, smoke-break areas shall only be outdoors and at least 25 feet away from any entrance or window of any building. Indoor designated smoking areas are strictly prohibited. Specifically, designated outdoor smoking shelters, designated smoking rooms provided in MWR club facilities and bowling alley, and inside an individual's privately owned vehicle are the only designated smoking areas aboard NAS Whidbey Island. Use of tobacco products at MWR outdoor facilities and parks, Back to Nature areas, in or outside the entrances of Navy Exchanges and the Commissary is prohibited.

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e. Reference (d) provides guidance for smoking in uniform. Specifically, Navy personnel must present a proud and professional appearance that will reflect positively on the individual, the Navy, and the United States. Therefore, when in a pedestrian status, in other words walking from point to point while in uniform, it is inappropriate and detracts from military smartness for personnel to have their hands in their pockets, to be smoking or using tobacco products, or to be eating and/or drinking. All military personnel stationed at NAS Whidbey Island shall comply with these regulations and be available to teach

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others the correct wear of Navy uniforms. This paragraph does not apply to AFGE Local 1513 bargaining unit employees.

f. Any person caught littering the installation with cigarette butts will be charged with violating the Washington State Litter Law (RCW 70.93.060), a misdemeanor as assimilated by 18USC 13; and, if found guilty, will be fined a minimum of \$50 and be required to pick up litter for not less than 8 hours nor more than 16 hours for each separate offense. The maximum punishment which can be imposed includes a fine of no more than \$1000 and 90 days of confinement or both.

g. Consideration of smoking preference will be given to permanent party berthing assignments insofar as practicable. If a nonsmoker is assigned a room with a smoker, the room will be designated as nonsmoking. All officer and enlisted transient rooms will be designated as nonsmoking rooms.

6. Responsibilities

a. Commanding Officers/Officers in Charge/Department Heads

(1) Establish a limited number of smoking areas within their area of responsibility. Post signs, remove ashtrays from all prohibited smoking areas, and provide receptacles for cigarette disposal at the entrance to "NO SMOKING" areas.

(2) Check-in procedures/orientation efforts shall be used to ensure that all personnel are aware of tobacco prevention guidelines. In addition, GMT and other appropriate familiarization opportunities may be used to ensure that the elements of this program are fully implemented.

(3) Flight Surgeons/Medical Officers shall provide information on nicotine addiction as well as the cardiovascular, pulmonary, and cancer risks of tobacco smoking for General Military Instruction and ensure that smoking cessation programs are made available to all personnel.

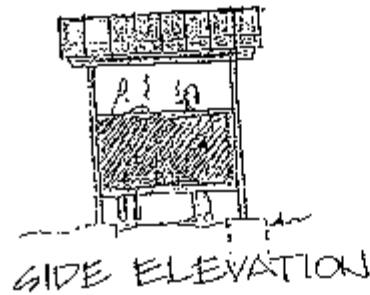
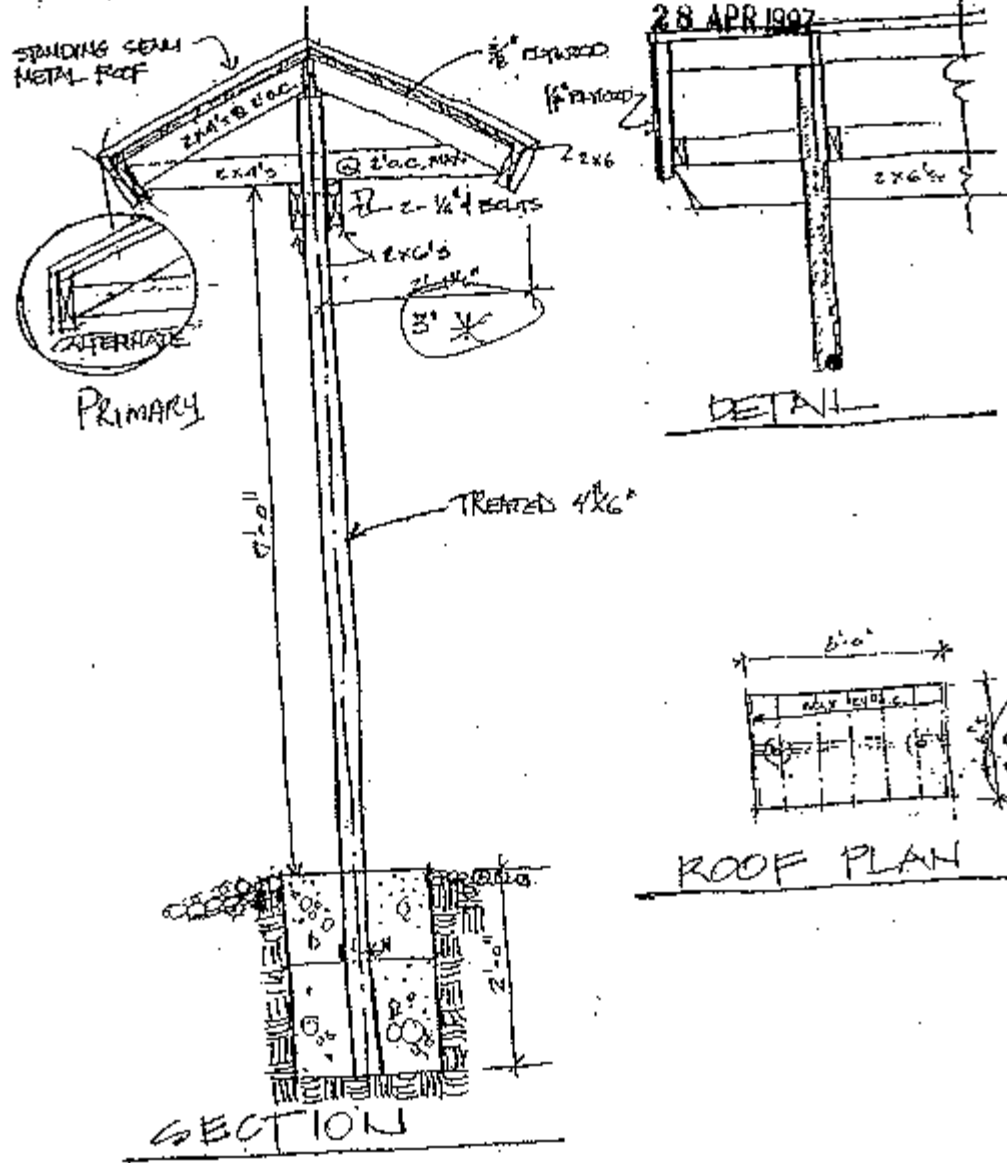
7. Punitive Order. Any violation of these regulations shall constitute a basis for disciplinary or administrative action under the Uniform Code of Military Justice (UCMJ), or applicable state and federal laws and regulations. The prohibitions set forth in paragraphs 4 and 5 constitute lawful general orders.

/s/
L. J. MUNNS

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Encl (1)